



## **GRADING ASSIGNMENT SUBMISSIONS**

### **NO ATTACHMENTS**



## INSTRUCTIONS

1. From your course Home Page, **click on Teach Tab.**

2. Select **Assignment Dropbox** from the **Instructor Tools Menu (Lower-Left Menu)**



3. From the **Assignment Dropbox** screen, select the **Submitted** tab.



4. To review each submission individually, click the **Actionlink** drop-down to the right of the Assignment Title, and select **review submission**. You may also click on the submission Title.



5. Enter your comments in the Grader/Reviewer Comments dialog box.

6. Make your selection to “Save for further review and editing” (if you need additional time or want to finish later), or “Return Graded Submission to student with the following grade:” (Enter your Grade)

7. Click “Save” to return to the Assignment Submission screen to select another student assignment.